

## APPLICATION FOR RECORDS DISPOSITION STANDARD

INSTRUCTIONS: Prepare in duplicate and forward to the Records Management Analyst, Management Systems Division

3. Dept., Division, Subdivision & Administering Office Address <b>MARTA Rail Activation Division Transit System Development 2200 Peachtree Summit 401 W. Peachtree St., N. E. Atlanta, Georgia 30308</b>		FOR RECORDS MANAGEMENT DIVISION USE Date Received      Application No.      Date Completed <b>FEB 9 - 1978      78-5      FEB 16 1978</b>	
4. Person to Contact <b>Edward Manning</b>		1. Application	2. Dept. Application No.
5. Working Title <b>System Activation Coord.</b>		6. Telephone Number <b>586-5573</b>	
7. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
8. Dates of Series Earliest      Latest <b>1975      Present</b>	9. Records Series Title (followed by title used in office; if different) <b>Rail Activation Systemwide Contracts Administration File.</b>		
10. Division and Office Function      What is the function of the Division and the Office in which this record series is created?  <b>See attached</b>			
11. Record Series Description      This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: <b>Documents relating to administering Systemwide contracts for all activities supervised by the Rail Activation Division.</b>  Included are: <b>Divisional studies of material, equipment, contractor-submitted data, and the Director's general correspondence pertaining to all system-wide contracts.</b>  File is arranged: <b>Numerically by contract number, alphabetically by contract subject.</b>			
12. Monthly Reference Rate      How often are records referred to which are: One to six months old <b>20</b> ; Seven to twelve months old <b>20</b> ; Thirteen to twenty-four months old <b>20</b> ; twenty-five months and older <b>1</b> ?			
13. Annual Rate of Accumulation of Records Letter-size drawers <b>4</b> ; Legal-size drawers _____ ; Shelves _____ ; Other (specify) _____			

YES	NO	14. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
X	X	e. When one of two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

15. Retention Requirements

The following requires the series to be kept:

- |                          |              |                                   |              |
|--------------------------|--------------|-----------------------------------|--------------|
| a. State Law             | _____ years. | d. Audit period                   | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need            | _____ years. |
| c. Federal law           | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

III D-P41 - E.O.M.

16. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other at completion of contract, then

- ☒ Hold in the current files area 6 month(s) \_\_\_\_\_ year(s), then
- ☐ Transfer to local holding area; hold \_\_\_\_\_ year(s); then
- ☒ Transfer to Records Center; hold 3 year(s); past project completion.
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

As per E.O.M. instructions

Early transfer is authorized of contract subjects (items) upon completion of activity.

These instructions apply to all prior and future accumulations of the series.

(Indicate briefly rationale for recommendations above/or write additional remarks):

17. APPROVALS					
Approved	Department Records Management Officer	Date	Approved	Legal Counsel	Date
	<u>John J. Walsh</u>	<u>1/25/78</u>		<u>Wayne Currier</u>	<u>1/25/78</u>
Approved	Division Head, Designee	Date	Approved	Division of Audit	Date
	<u>John Tucker</u>	<u>1/25/78</u>		<u>St. Smith</u>	<u>1/25/78</u>
Approved	Department Head, Designee	Date	Approved	Department of Archives and History	Date
	<u>James W. Gallant</u>	<u>11/18/77</u>		<u>Carole Hart</u>	<u>2-15-78</u>
Approved	Records Management Analyst	Date	Approved	MARTA Management Advisory Committee	Date
	<u>Douglas M. Hani</u>	<u>11/23/78</u>			